

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 430, Chapter II, Chg. 1, IN-HOUSE ENERGY MANAGEMENT**
2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
- No (all contractors)
- Yes If yes, whom? LMES LMER ORAU SURA
 Bechtel Jacobs Company
- Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?
 No Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include editorial revisions to reflect the current organizational titles of the ORO Assistant Manager for Project and Technical Services, Technical Services Division, and Project Services Division in paragraph 4. DOE O 430.2 has been issued since this Chapter was last revised, so the responsibilities in subparagraphs 4c-f and in the Contractor Requirements Document (CRD) have been revised accordingly.
5. **CONTACT POINT:** George Herron Technical Services Division, PT-51 576-1815
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**
- | <u>Remove</u> | <u>Dated</u> | <u>Insert</u> | <u>Dated</u> |
|-------------------------|--------------|---|--------------|
| ORO O 430, Chapter II | 06/14/1996 | ORO O Control Form | 11/04/1998 |
| Pages II-1 through II-3 | | ORO O 430, Chapter II,
Chg. 1, Pages II-1 through II-3 | 11/04/1998 |

*ORO Orders are available on the ORO Directives Management Home Page
[http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form.
The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

11/04/1998
Date

U.S. Department of Energy

Oak Ridge Operations

ORO O 430 Chapter II Chg. 1

DATE: 11/04/1998

SUBJECT: IN-HOUSE ENERGY MANAGEMENT

1. PURPOSE. This Chapter correlates to DOE O 430.2 (formerly DOE 4330.2D), IN-HOUSE ENERGY MANAGEMENT, dated June 13, 1996, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 430, Chapter II, IN-HOUSE ENERGY MANAGEMENT, dated June 14, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and contractors responsible for managing DOE facilities to the extent set forth in their contracts.
4. RESPONSIBILITIES.
 - a. Assistant Manager for Project and Technical Services has responsibility for all matters concerning the In-house Energy Management (IHEM) Program at ORO.
 - b. Director, Technical Services Division (TSD), appoints an Energy Management Coordinator and provides staff to carry out the IHEM Program.
 - c. Director, Project Services Division, is responsible for ensuring that applicable requirements of DOE O 430.2, subparagraphs 4e and 4h are incorporated into managed projects.
 - d. Directors, Procurement & Contracts Division and Information Resources Management Division, are responsible for ensuring that applicable requirements of DOE O 430.2, subparagraphs 4f and m are incorporated into purchases and leases.
 - e. Energy Management Coordinator (EMC).
 - (1) In coordination with Site Managers and Contracting Officer's Representatives (CORs), performs those tasks identified in DOE O 430.2, subparagraphs 5c(1) and (2).
 - (2) Provides IHEM support to DOE Site Managers, CORs, and Project Managers.
 - f. Site Managers/Contracting Officers' Representatives
 - (1) Ensure that effective energy management programs and/or procedures, consistent with the provisions of DOE O 430.2, this Chapter, and Attachment 1 of this Chapter exist or are established at sites or areas within their jurisdiction.

- (2) Refer contractor submissions concerning energy management to TSD for comment, review, and recommendation.
- (3) Refer questions concerning implementation of energy management requirements to the ORO EMC.

- 5. REQUIREMENTS AND PROCEDURES. None.
- 6. REFERENCES. None.
- 7. DEFINITIONS. None.
- 8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
- 9. ATTACHMENTS.

Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors identified in paragraph 3 of this Chapter will accomplish the following, to the extent set forth in their contract:

1. Develop and implement Energy Management Programs that conform to DOE policy as stated in DOE O 430.2, Section 1, OBJECTIVES.
2. Prepare multi-year Energy Management Plans that address all requirements contained in DOE O 430.2, Section 4. Provide annual reports on the progress toward achieving the goals of the multi-year Energy Management Plan.
3. Prepare and submit energy conservation design and life cycle cost analysis reports for new facilities, facility additions, and facility renovation projects.
4. Send reports required by DOE O 430.2 and ORO O 430, Chapter II, to the cognizant Site Manager/COR with two copies to the ORO EMC.